



## Assignment 4-4: Please Correct My Credit Report

Imagine you recently discovered that your credit report is inaccurate. For example, your report might show that you have an overdue phone bill, but you recently changed phone plans. Or the report might show that your checking account was overdrawn, but someone had been using your stolen checks. Use one of these examples or create a different scenario that might apply to a young person's situation. Write a letter to one of the credit reporting agencies to request that your credit report be corrected.

### Directions:

Preview the Required Criteria to plan your activities for this assignment.

Write a business-style letter to one of the three credit reporting agencies to explain the situation and request action. Be sure to clearly state your case in a professional, courteous manner. Include the following in your letter:

- return address
- date
- mailing address
- salutation (greeting)
- explanation and details of the problem
- request to correct the situation
- closing with a signature

Required Criteria	Status	
1. Your letter includes a complete return address and current date	complete	not complete
2. Your letter includes a correctly formatted inside address to one of the three credit reporting bureaus	complete	not complete
3. Your letter includes a business salutation (greeting) and closing with a signature	complete	not complete
4. Your letter includes a paragraph with supporting details and information related to the credit report error	complete	not complete
5. Your letter includes a paragraph to clearly state the desired action to correct the credit report error	complete	not complete
6. You use a professional, courteous tone	complete	not complete
7. You use correct grammar, punctuation, and spelling	complete	not complete

### Feedback:

Score \_\_\_\_/10

Name \_\_\_\_\_

Date \_\_\_\_\_

For rating scale information, please turn to Appendix A: Rating Scales.